

Annual Excellence Awards

2020

Procedures for Applications, Adjudication and Communications

1. Awards Overview

1.1 The ACEI Engineering Excellence Awards were set up in 1970 to stimulate excellence and innovation among members of the association. The annual awards offer the member firms an unrivalled opportunity to raise their profile and promote their work to a wider audience.

1.2 The awards recognise ACEI member firms – small, medium and large – for projects that demonstrate a high degree of achievement, value and excellence primarily in engineering design and related disciplines.

1.3 The award in each category is conferred on a member firm whose project application is considered as the best of those nominated.

1.4 Entries are judged on all aspects of engineering in the modern world.

2. Categories

2.1 The categories in which annual awards **may be made** are;

- 1) Civil
- 2) Structural
- 3) Mechanical & Electrical
- 4) Environmental Sustainability
- 5) Climate Change Adaptation
- 6) Project Management
- 7) Innovation
- 8) Overseas
- 9) Project of the Year

2.2 All nominations will be considered by the adjudicator in relation to Project of the Year

3. Nominations

3.1 Nominations are sought from member firms at a minimum of four months in advance of the Awards Dinner.

3.2 Nominations are accepted not later than two months in advance of the Awards Dinner.

3.3 All nominated projects must either be constructed in Ireland, or designed substantially in Ireland.

3.4 Firms may nominate up to three projects in each category.

3.5 Projects must have been completed within the last three years.

3.6 Projects submitted must be for the whole of a firm's commission.

3.7 If projects are being submitted for consideration in more than one award category, this should be indicated on the application form.

3.8 Only one project per member firm, in each category, is eligible for inclusion in the short-list.

4. Entering the Awards

4.1 Nominated projects must be submitted on the standard ACEI nomination form, in one complete pdf document, including up to six photos or images in support of each entry.

4.2 All entries for the competition must be received by 17:00 on the specified closing date by email to: info@acei.ie.

4.3 The following details are required for each entry:

- A brief outline of the overall project including details of the firm's commission.
- A brief statement as to why the firm's project should receive an award.
- Agreement from the client and other stakeholders that the project can be inspected by the adjudicator if required.

4.4 Further relevant details of the project should be provided, such as: design elements / procedures; complexities involved; innovation aspects; site management and supervision; health & safety issues; project cost controls and any other information deemed relevant.

5. Adjudication

5.1 The adjudication of the submitted nominations for the excellence awards is undertaken by one or more non-member practitioners, for example: a retired past president, a senior member of a relevant government department / institution or a senior expert from within the industry, nominated by the President.

5.2 The adjudicator is chosen not later than three months in advance of the Awards and is paid expenses to cover travel costs, accommodation and meals if needed.

5.3 The adjudicator's decision is final and binding and no discussion or correspondence regarding the decision will be entered into.

6. Adjudication Support

6.1 A distinguished panel of experts, comprising non-members and engineers who are free from any 'conflicts of interest', **may be** appointed to:

- review, in conjunction with the adjudicators, the documentation received relating to the nominated projects and;
- determine a short-list of projects in each category, in consultation with the adjudicator.

6.2 Adjudication is based on written reports, with supporting photographs and / or images and any telephone or other enquiries the adjudicator / expert panel consider appropriate.

7. Selection of Award Winners

7.1 The final decision regarding the winners lies with the adjudicator, who is also responsible for preparing a brief citation for each winning project.

7.2 The adjudicator will:

- Complete the standard assessment sheet assigning marks under each heading;
- Move nominations to a different category if deemed appropriate;
- Develop a short-list of projects for each category and prepare a brief citation on each of the short-listed projects for use at the Awards Dinner;
- Recommend an award in the categories where entries of a suitable standard are received.
- Keep confidential the names of the award winners in advance of the Awards Dinner.

8. Communications

8.1 Firms whose projects are not short-listed will be informed immediately. Although only one award is usually given in each category, commendations may be given in a category to projects of a particularly high standard.

8.2 Notifications of the short-listed projects will be issued to all applicants at least two weeks in advance of the Awards Dinner.

8.3 The award winners' names will be placed in a sealed envelope to be opened and announced on the night of the awards dinner.

8.4 The recipients of the awards are requested to submit details of their project achievements, along with high-resolution photos / images for inclusion in the press release and for publication by the association on the website and in the annual review. A subsequent technical paper, in conjunction with a related learned institution is encouraged.

9. Presentation of Awards: Each award made is marked by the presentation of a Certificate indicating the nature of the achievement.

10. Press Release: A press release announcing the award winners is prepared and issued.